

MEETING MINUTES
City of Santa Barbara
COMMUNITY DEVELOPMENT AND HUMAN SERVICES COMMITTEE

Tuesday, May 22, 2012
Gebhard Public Meeting Room
630 Garden Street
(6:00 p.m.)

1. ROLL CALL:

Barbara Allen	<u>E</u>	Michael Just	<u>E</u>
Brenda Collins Powell	<u>X</u>	Laura Knight	<u>X</u>
James Cook	<u>X</u>	Veronica Loza, Chair	<u>E</u>
Yesenia Curiel	<u>X</u>	Daniel Ramirez	<u>X</u>
Greg Gorga, V-Chair	<u>E</u>	Josephine Torres	<u>X</u>
Rocky Jacobson	<u>A</u>		

X = Present A = Absent E = Excused

2. PUBLIC COMMENT:

Imelda Loza from Casa Esperanza reported to the committee that the expected completion date for the bathroom renovation project will be July 1.

Adam Hendel from the City of Santa Barbara reported that the West Downtown lighting design project was completed and the lights in a portion of the project area were installed. The project is currently in a landscape maintenance period which will extend beyond June 30. The final payments will be made in November.

Santos Escobar from Parks and Recreation reported that the Ortega Park lights project will be completed by late June, with final payments and retention being made after July 1.

3. APPROVE MINUTES APRIL 24, 2012.

The minutes were approved as submitted. (M- Cook, S-Torres)

4. REVIEW CORRESPONDENCE TO CDHSC

There was no correspondence.

5. REVIEW FUNDING APPLICATION AND PROCESS OF FY 2012/2013

The committee requested more time to rank applications after the committee deliberates, one suggestion for giving the committee more time was to start interviewing applicants in late January.

6. ACTION ITEM: RECEIVE REPORT FROM SUBCOMMITTEE ON NEW APPLICANT RATING/SCORING CRITERIA FOR FUTURE APPLICATION CYCLES AND VOTE ON RECOMMENDATION

The subcommittee presented new rating criteria, attached. The subcommittee's recommendation was approved unanimously as submitted. (M-Collins Powell, S- Curiel)

7. BRIEFING FROM NEIGHBORHOOD ADVISORY COUNCIL LIAISON

Liaison Collins Powell reported on the City Council's approval of new traffic measures on Milpas St.

8. CDHSC RECRUITMENT/INTERVIEWS UPDATE

Staff reported that there were five applicants for two vacancies. Appointments will be made on June 26.

9. ADMINISTRATIVE ISSUES ON HUMAN SERVICES, CDBG AND HOME PROGRAMS

Staff reported that the Sarah House Board of Directors terminated the agency's administrative staff, and has merged the duties of the Sarah House management staff with the administrative duties.

10. ADJOURNMENT

The meeting adjourned at 7:09 p.m.

Recommended Rating Sheet

Human/Public Service		Score*	Weight	Total
Category				
1 Agency	Track record Salaries: Too high, too low, disparity between management and program staff		3	0
2 Board	composition diversity role level of leadership/involvement		2	0
3 Program	staff bicultural/bi-lingual Quality of service/staff capacity Does service fit mission Is program monitored?		4	0
4 Measurable Outcomes	MO's should show actual change instead of unit of service		5	0
5 Need	duplication of service collaboration Composition/diversity of clients clients served does funding request correspond to the number of clients served in the current and proposed years		3	0
6 Finances	revenue expenses high percentage of funds secured diversity of funding sources reliance on city funds excess/deficit significant increase/decrease in request from prior assests and stability of organization		3	0
Subtotal				0
Living Wage			1	0
Total Score				0

Capital		Score*	Weight	Total
Category				
Agency	Track Record/ successful completion of prior projects Salaries: Project management capacity		3	0
Board	composition diversity role level of leadership/involvement		2	0
Program	staff bicultural/bi-lingual Quality of service/staff capacity Is program monitored		3	0
Project Need	Who will this project benefit will this project satisfy the demonstrated need Is need clearly stated Does project align with the mission		5	0
Project Cost	Itemized cost estimate Costs reasonable Costs based on a contractor's estimate Can project be completed without full City Funding? Are other funds leveraged		4	0
Agency Finances	revenue expenses high percentage of funds secured diversity of funding sources reliance on city funds excess/deficit assests and stability of organization		3	0
Total Score				0

Maximum points per Category: 5

* **Scoring Key: 5 = Excellent; 4 = Good; 3 = Fair; 2 = Needs Improvement; 1 = Unacceptable.**